

# Employment Application Packet



Thank you for your interest in employment at Grace Community Church. GCC is a multigenerational and multicultural family of people united in following Jesus and serving both Puget Sound and the nations. As a group of diverse people, we strive to abide with and respond to Jesus daily, living out His Daily Grace where we live, work, learn, and play.

In 1951, several residents of Auburn responded to the gospel at a Billy Graham Crusade in Seattle, forming a small Bible study group. The group quickly grew to 70 and a decision was made to form a new church in April, 1952, aligning with the Conservative Baptist Association in 1953. GCC has faithfully shared the gospel throughout its long history.

GCC is located about 25 miles south of Seattle in Auburn, WA, a city that is home to almost 80,000 people, with more than 92,000 people living within a five mile radius. Tacoma is 15 miles to the southwest.

The largest age group in our community is Boomers (ages 55-72) at 28% of the population. Millennials (ages 23-38) and Gen X'ers (ages 39-54) both comprise 22% of the population. The largest ethnic groups in Auburn are White (66%), Asian (11%), Hispanic (9%), and Black (3%), with 11% mixed or other races. More than 50% of the population has lived in the area for at least eleven years. Average estimated household income is \$85,500, and the median home value is \$294,000.

Auburn is home to Green River College, the Auburn Symphony Orchestra, the Evergreen City Ballet, and Emerald Downs, a thoroughbred racetrack. Many attenders live in Auburn, but others come from surrounding communities—Kent, Covington, Maple Valley, Lake Tapps, Bonney Lake, Sumner, Puyallup, and Federal Way. Auburn lies inland of Puget Sound and in the shadow of Mt. Ranier, with easy access to cultural, sports, and outdoor activities.

This packet of information includes these documents you'll need to learn more about the position in which you've expressed interest and the application needed to join our team:

- A **Job Description** for the position
- A **Job Application** to be completed and submitted with a current resume, if possible.

If you are not familiar with Grace Community Church, we encourage you to explore our website to learn more about us. These pages may be of particular interest:

**General** | <https://www.graceinauburn.com>

**What We Believe** | <https://www.graceinauburn.com/beliefs>

**Job Information** | <https://www.graceinauburn.com/jobs>

**Information about Our Team** | <https://www.graceinauburn.com/pastors-elders>  
<https://www.graceinauburn.com/staff>

**IMPORTANT NOTE: Employment at Grace Community Church requires church membership within six months of employment.**

## **NextGen Admin**



### **DETAILS**

Department: **NextGen**

Type: **Regular, Part-time (28 hours)]; Hourly; Non-Exempt**

Schedule: **Variable, primarily Monday-Thursday during office hours but with some exceptions based on ministry needs; includes weekend and evening hours**

### **OVERVIEW**

The NextGen Admin is responsible for assisting in the day-to-day administrative details of Student Ministries (85%) and Children's Ministry (15%).

### **FUNCTIONS & RESPONSIBILITIES**

- Provide administrative support to NextGen, primarily to the Student Ministries Pastor with some crossover to Kids ministry and the Children's Ministry Director.
- Manage department office:
  - Direct incoming phone calls
  - Coordinate appointments for staff, as needed
  - Coordinate department mailings, as needed
  - Maintain NextGen Department files
  - Distribute incoming mail
- Review curriculum and prepare student area(s) activities for weekly program.
- Manage and update Student profiles in church database (CCB).
- Maintain current information of all ministry volunteers in church database (CCB).
- Create and Maintain children and student ministries forms, groups, processes, and events in church database (CCB).
- Work with Student Ministry Pastor to support and organize weekly programs. Assist in planning, supporting, and executing yearly large group events for student ministries including winter camp for both MS and HS, summer camp for MS, and mission trip for HS.
- Manage department calendar, and room and equipment reservations for all ministry activities and events.
- Create graphics for NextGen including event logos, print media and web content.
- Coordinate NextGen Department communications for publications in print and online, family news, and video announcements.

- Collecting and accounting for all monies from student's events.
- Assist with organizing and executing leader training and development events.
- Attend regular staff meetings, NextGen department meetings, and one on one meetings with the Student Ministries Pastor.
- Maintain department financial records including income from programs, expenses, and pass-through monies; prepare and submit monthly Expense Reports for department.
- Order and purchase all supplies for Student Ministries.
- Review curriculum and prepare student area(s) activities for weekly program.

## **QUALIFICATIONS & REQUIREMENTS**

- Have a heart for children and students of all ages.
- Be a self-starter with good time and resource management skills who can work both independently and within a team.
- Possess excellent communication, interpersonal and organizational skills.
- Be a faithful and growing Christian with ministry experience.
- Should have a heart for students and children of all ages.
- Must possess excellent interpersonal skills and strong administrative skills and keen attention to details.
- Be comfortable working with Microsoft Office products (Microsoft Word, Excel, Outlook), with experience with database entry.
- Possess graphic design skills and the ability to use Adobe software products (InDesign, Illustrator, etc.) or similar, or possess an aptitude and willing to learn.
- Able to operate basic office equipment.
- Be flexible and able to multi-task.
- Embrace the church's vision, direction, strategies, and approach to ministry and unreservedly hold to the church's statement of beliefs.
- Relate to the church family and to the public in a manner that honors and represents Christ well.
- Be a member of Grace Community Church or become a member within 6 months of employment.

## **ACCOUNTABILITY**

Accountable to: **Student Ministries Pastor; Grace Kids Director (secondary)**

Accountable with: **Grace Kids Coordinator, Grace Kids Admin & Grace Kids Resource Admin**

# Application for Employment



GCC is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, marital status, physical or mental disability, veteran status, or any other status or condition protected by applicable state or federal law. As a religious institution, GCC is permitted to, and reserves the right to, prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Former Name(s) of Applicant (if any) \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip

How long have you lived at above address? \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_

## EMPLOYMENT INFORMATION

Position Desired \_\_\_\_\_ Date available for work \_\_\_\_\_

Type of employment:  Regular  Temporary |  Full Time  Part Time

Have you ever applied for a job with Grace Community Church before?  Yes When? \_\_\_\_\_  No

Have you ever worked for us before?  Yes When? \_\_\_\_\_  No

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No

If yes, state date, court, and disposition of the case \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  No

If yes, explain \_\_\_\_\_  
\_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_  
\_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)?  Yes  No

Describe \_\_\_\_\_  
\_\_\_\_\_

***If submitting a resume, you do not need to duplicate information below, but please be sure to provide all information requested. Attach your resume or an additional page to provide any supplemental information.***

## **EDUCATION**

Type of Schooling	Name of School	Location	Years Enrolled	Major Subject	Did you Graduate?
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High School

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Trade School

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College

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Graduate

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Do you possess any additional experiences, skills, qualifications, or professional training which you feel would especially fit you for work in this position?

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## **PRIOR EMPLOYMENT** (start with the most current)

**Company/Organization**

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Phone

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Address

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Name/Position of Supervisor

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Date of Employment—From:

To:

Avg Hrs/Week

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Your Position & Duties:

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Reason for Leaving:

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**Company/Organization**

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Phone

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Address

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Name/Position of Supervisor

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Date of Employment—From:

To:

Avg Hrs/Week

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Your Position & Duties:

---

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Reason for Leaving:

---

Company/Organization

Phone

Address

Name/Position of Supervisor

Date of Employment—From:

To:

Avg Hrs/Week

Your Position & Duties:

Reason for Leaving:

### PERSONAL & PROFESSIONAL REFERENCES

Please list three or more references, with at least one professional reference and one pastor or staff member from either your current church or a church you have recently attended

Name

Email

Phone

Relationship

Years Known

### AGREEMENTS & AUTHORIZATION

**The facts set forth in my application for employment are true and complete.** I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

**I understand that employment at this organization is “at will”** and includes no guarantee, contract, or promise of employment for a specified length of time. I understand that just as I am free to resign at any time, Grace Community Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

In applying for work at Grace Community Church, my purpose is to cooperate fully with other staff members and volunteers to promote the various spiritual ministries of the church in order to advance the cause of Christ. For this reason, **I understand that all employees are expected to either be a member of the church or become a member within six months of employment.** I affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin and, by God’s enabling grace, I will endeavor to conduct my life in accordance with His calling on my life (Eph. 4:1).

**I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.** I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date

Return this Application with Resume to Grace Community Church; Attn: HR & Finance Office; 1320 Auburn Way S; Auburn, WA 98002 or email a copy to jobs@graceinauburn.com; cc: jpeters@graceinauburn.com.